

Budget and Financial Essentials

Training for the Australian Government

Australian Capital Training Group presents the **BFE training program.**

An **efficient, effective and economical** training package comprising 4 courses covering the Australian Government's financial framework and Budget process; including appropriations; the legislative basis for spending public money, and the financial reporting and accountability requirements.

Stimulating and thought provoking training for all Australian Public Sector officials

**New
Format**

Our Experience

Roslyn Jackson CA, our principal trainer, has been involved with the development and delivery of the Budget and Financial Essentials training since its inception in 2005 and prior to this the Budget Essentials Systems Training (BEST) for the Department of Finance and Deregulation.

Target Audience

The BFE program has been developed for the benefit of APS staff that may be new to the Public Sector or for those that require a refresher. In particular it is useful for APS employees who hold a financial delegation or authorisation and require an understanding of the legislative framework underpinning the APS.

All courses can be delivered in-house and can be modified in both format and content to suit your needs.

BFE Program

Attend all the courses or just the ones that meet your needs

Course 1 - (2 days)

Australian Government Financial Management Framework

Course 2 - (1 day)

Management, Commitment and Spending Public Money

Course 3 - (½ day)

External Reporting Framework and the Budget Balances

Course 4 - (½ day)

Australian Government Charging Policies

Training Materials

Each participant receives a very detailed, up-to-date manual as well as many handouts to compliment the course notes.

Handouts will relate to your own agency (where available) and laminated help cards are also provided in most courses.

More time and better value

We've listened to participant feedback and have restructured our courses to allow more time for better coverage of the course materials, while being able to pass on savings to you.

Do justice to your training budget

Attend training that is well paced to allow time to ask questions and have them answered and complete exercises to ensure maximum knowledge absorption and hence knowledge transfer back to the workplace.

Please contact us for more information

Phone: (02) 6278 5050

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Email: admin@capitaltraining.com.au

Web: www.capitaltraining.com.au





The BFE Program has been developed to provide APS staff with a common understanding of their financial management responsibilities as public servants.

The courses introduce information and concepts that will assist participants to better understand the foundation from which the rules and guidelines are derived that govern the APS, key legislation and principles which guide what the APS do, key prioritizing and decision making stages of the Budget process, and the processes that ensure sound management practices.

Course Outlines

Course 1 - Australian Government Financial Management Framework

(2 days)

This topic has been developed to provide APS staff with a common understanding of their responsibility as public servants. Information and concepts are introduced that will assist participants to better understand the foundation from which the rules and guidelines are derived that govern the APS, key legislation and principles which guide what the APS do, key prioritising and decision making stages of the Budget process, and the processes that ensure sound management practices. The topic is beneficial to APS staff that may be new to the Public Sector or for those that require a refresher.

Section 1 - Corporate Governance and the Financial Framework

At the conclusion of this section of the course you will have an appreciation of the financial framework, including:

- corporate governance in the public sector
- the role of the Australian Constitution, the Executive Government, and the Parliament
- the *Financial Management and Accountability Act 1997 (FMA Act)*, and related FMA Regulations and FMA Orders and their practical application by FMA Act agencies
- the *Commonwealth Authorities and Companies Act 1997 (CAC Act)* and related CAC Regulations, CAC Orders and CAC Directions and their practical application by CAC Act bodies
- the *Charter of Budget Honesty Act 1998* (Charter of Budget Honesty) and the processes and documentation that are required as a result of this Act
- other key legislation including the *Auditor-General Act 1997* and the *Public Service Act 1999*
- the Administrative Arrangements Order (AAO) and how it applies to agencies

Section 2 - Australian Government Appropriations

This section of the course provides information on where appropriations fit into the financial framework and the legislation and conventions that affect them.

At the conclusion of this section you will have an appreciation of the appropriations arrangements, including:

- some of the key technical and process issues Australian Government entities should be aware of
- the different types of appropriations that are used to allocate funding to Australian Government entities, including Annual Departmental appropriations and Annual Administered appropriations, Special appropriations (both departmental and administered) and Operating appropriations versus Non-operating appropriations.
- Specific sections of the FMA Act including s28, s30, s31 & s32, Special Accounts, Drawing Rights & Advance to the Finance Minister (AFM's)

Section 3 - Overview of the Australian Government Budget Process

At the conclusion of this section you will have an understanding of the stages of the present Australian Government budget process, including:

- **Priority setting**, which includes the Strategic Priorities and Budget Committee (SPBC) meeting
- **Budget decisions**, which includes preparation and lodgment of Portfolio Budget Submissions for consideration by the Expenditure Review Committee (ERC)
- **Budget management**, which includes the half-yearly update of the Budget and estimates through the Mid-Year Economic and Fiscal Outlook report (MYEFO) and additional Annual Appropriation Bills (or Additional Estimates)
- **Reporting and reviewing**, which includes monthly financial statements, agency annual reports, the Final Budget Outcome (FBO) and the Consolidated Financial Statements (CFS).



Course 2 - Management, Commitment & Spending Public Money

(1 day)

This course is relevant to officials who develop, authorise or approve spending proposals, enter into contracts, agreements or arrangements under which public money is, or may become payable or are involved in making payments, managing appropriations and issuing or updating drawing rights instruments or delegations.

This course also covers two distinct but related policy frameworks, providing participants with a more detailed understanding of both the Australian Government's procurement and grants policy frameworks.

The course will look at procurement, including:

- why good procurement processes are important, what procurement is and what it doesn't include;
- the Procurement Policy Framework;
- the Commonwealth Procurement Guidelines;
- procurement advertising and reporting obligations; and
- Different procurement methods, including panels and multi-use lists

It will also provide:

- an awareness of the various components of the grants policy framework;
- elements of a grant in contrast to other financial arrangements;
- the approval and reporting requirements associated with grants; and
- * the key principles of grants administration.

Course 3 - External Reporting Frameworks and the Budget Balances

(½ day)

At the conclusion of this course participants will have an understanding of:

- the external reporting standards used in Australian Government financial reporting: the Australian Bureau of Statistics' Government Finance Statistics Framework (ABS GFS) & the Australian Accounting Standards (AAS);
- the basic similarities and differences between AAS and ABS GFS; and
- how different transactions impact on the key Budget balances and how these balances are derived, including Fiscal Balance, Underlying Cash Balance and the Operating Result.

Course 4 - Australian Government Charging Policies

(½ day)

This course enables participants to:

- gain an understanding of the cost recovery policy and the key principles and components that establishes the policy and how it is applied;
- understand the responsibilities as an officer within an agency that applies to cost recovery;
- gain an understanding of the competitive neutrality policy and the key principles underpinning the policy; and
- become familiar with the Government's Competitive Neutrality Guidelines for Managers and how the policy is applied.

Training Sessions

Course	Duration	Price	Time	Course Dates		
Course 1 - AGFMF	2 days	\$990	9:00 am - 5:00 pm	21st & 22nd August	14th & 15th October	18th 7 19th November
Course 2 - MCSPM	1 day	\$595	9:00 am - 5:00 pm	23rd August	16th October	20th November
Course 3 - ERFBB	½ day	\$330	9:00 am - 12:30 pm	Available for in-house delivery		
Course 4 - AGCP	½ day	\$330	1:30 pm - 5:00 pm	Available for in-house delivery		

Lunch will be provided if attending a full day of training, and morning and afternoon tea is provided for all courses. Please advise if you have any special dietary requirements.

Agencies with 3 or more people booking onto the same course together will receive a 10% discount.

 Check out our website at www.capitaltraining.com.au for further information

 All courses are available for in-house delivery. Please contact our office for further information and pricing.

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Budget and Financial Essentials



Contact Details

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Mail: 41 Tanumbirini Street HAWKER ACT 2614

Training Registration Form

Email: admin@capitaltraining.com.au
Online: www.capitaltraining.com.au

Participant Details

First Name: Last Name:

Title: Mr Ms Mrs Miss Other Classification: Graduate APS 1-4 APS 5-6 EL 1-2 SES

Title / Position: Phone:

Fax: Email:

Training Sessions

(please specify course dates you wish to attend)

Course 1:	Course 2:	Course 3:	Course 4:
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Closing date for registration is 2 working days prior to the advertised date of the course. A confirmation letter or email will be sent to you upon registering. If you do not receive a confirmation letter or email within 5 working days, please contact our office on (02) 6278 5050.

Contact Officer Details

Tax Invoice - upon credit card payment
Australian Capital Training Group Pty Ltd ABN 72 067 542 312

First Name: Last Name:

Title / Position: Agency ABN:

Agency:

Postal Address:

Email:

Phone: Fax: Authorising Signature:

Payment Details

- Please send an invoice to the contact officer
- Payment by credit card
- Visa or MasterCard

Card Number Expiry Date

Cardholder's Name

\$

Signature Total Amount

I Understand and accept the Registration Process

Privacy Statement: Australian Capital Training Group Pty Ltd (ABN 72 067 542 312) protects the privacy and security of information provided by you. By completing this form, you agree to the use of your personal information by Australian Capital Training Group Pty Ltd: to process your registration; contact you about upcoming courses and events; for internal administration purposes and to disclose your information, in a collective format, to the Department of Finance and Deregulation for the purposes of our Licence Deed to provide BFE Training.

Terms and Conditions: Australian Capital Training Group Pty Ltd (ACTG) reserves the right to change the advertised program or trainers as required. ACTG reserves the right to cancel a course due to insufficient numbers. If this is required, registrants will be notified and payment refunded in full or transferred to another course if requested.

Cancellation Policy: Cancellations or transfers must be advised in writing and received by Australian Capital Training Group Pty Ltd at least 5 working days prior to commencement of the course. A cancellation fee of 100% of the course price applies if no other arrangements have been made. No refunds will be made for a no-show. A person may be substituted by another, provided this occurs before the course commences.